

April 4th, 2019

Parker Higgins
MuckRock
DEPT MR 27927
411A Highland Ave
Somerville, MA 02144-2516
27927-28464122@requests.muckrock.com

Dear Mr. Higgins,

I am writing to inform you that we have updated our processing queues in an effort to improve efficiency in processing requests received in this office and potentially decrease the amount of wait time in our queues.

We have updated our processing queues to the following structure:

- Tier 1: Requests that do not exceed 700 pages
- Tier 2: Requests for records totaling between 701 and 3000 pages
- Tier 3: Requests that exceed 3000 pages

Effective April 1, 2019, your request, FOIA case number 51135, will be assigned to our Tier 1 queue. This change occurred because of the number of responsive pages within your case, totaling 700.

To give you an indication of our existing backlog for Tier 1, we currently have a backlog of thirty (30) months from the time of your original submission. For your information, your request was previously assigned to our Tier 2 with an estimated backlog of six (6) years.

If you would like to narrow your request, you are welcome to do so by contacting our office using the contact information below. Additionally, if you no longer wish to receive these records we ask that you indicate such in writing to our office.

If this correspondence is returned as undeliverable and no new contact information is provided within 90 business days from the date of this letter, your case will be administratively closed.

We will continue to process your case in the order that it was received. You will receive a final letter once review and processing is complete.

Our contact information is as follows:

Special Access and FOIA

Room 5500

National Archives and Records Administration

8601 Adelphi Road

College Park, MD 20740-6001

Email: specialaccess_foia@nara.gov

Customer Service Telephone: 301-837-3190

Website: www.archives.gov/research/foia

If you are not satisfied with our action on this request and would like the opportunity to discuss our response, you may contact our FOIA Public Liaison for assistance:

Accessioned Executive Branch Records – Washington, DC Area

FOIA Requester Service Center: 301-837-3190

FOIA Public Liaison: Britney Crawford (Acting)

8601 Adelphi Road, Room 5500

College Park, MD 20740-6001

Telephone: 301-837-3190

E-mail: dc.foia.liaison@nara.gov

Sincerely,

Jesse Padron

Archives Technician

Special Access and FOIA Staff